BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND

AIR FORCE INSTRUCTION 10-206

AIR FORCE SPACE COMMAND
Supplement 1

1 JUNE 2004

Operations

OPERATIONAL REPORTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

The OPR for this supplement is MSgt Lee Lopez, HQ AFSPC/XOOT. This supplement supersedes AFMAN10-206_AFSPCSUP1, 1 Feb 02. It implements and extends the guidance of Air Force Instruction (AFI) 10-206, *Operational Reporting,* 30 May 2003. The supplement describes AFSPC procedures for use in conjunction with the basic AFI. This supplement applies to all AFSPC units and Air National Guard (ANG) United States Title 10 status. This supplement does not apply to the Air Force Reserve. AFSPC Numbered Air Forces (NAFs), wings and Direct Reporting Units (DRUs) may supplement as needed. HQ AFSPC/XOO must approve all supplements prior to dissemination to the affected units. Waiver authority for AFSPC supplemented items is HQ AFSPC/XOO. Send correspondence and comments to HQ AFSPC/XOOT, 150 Vandenberg Street, Suite 1105, Peterson AFB CO 80914–4190. Reporting requirements are covered in AFI 10-206, 30 May 2003.

SUMMARY OF REVISIONS

This supplement converts AFMAN10-206_AFSPC1 to AFI10-206_AFSPCSUP1. This instruction reflects changes to the document title, inputs from units and recent publication changes. Major changes include a new Homeline reporting criteria matrix and report addresses. A bar (|) indicates revisions from the previous edition.

1.1. **Concept of the AFOREPS. The AFSPC Operational Reporting System (AFSPCORS):**

1.1.1. (Added) AFSPCORS conforms to the reporting format and reporting criteria of the Joint Reporting Structure (JRS) of the Joint Staff (JS) and the AFOREPS while allowing the latitude to design AFSPC unique reports using the same standardized reporting criteria.

1.1.2. (Added) Satisfies the information needs of the President, the Secretary of Defense, Chief of Staff of the Air Force (CSAF), CDRNORAD, CDRUSSTRATCOM and COMAFSPC.

1.1.3. (Added) Provides a medium for COMAFSPC to plan, direct, task, and execute assigned forces.

1.1.4. (Added) Provides a systematic approach to establishing and monitoring report requirements.

1.2.4. (Added) Reports submitted by AFSPC subordinate units are transmitted via Defense Messaging System (DMS), unless the AFSPC Operations Center (AFSPC COMMAND CENTER) directs voice only.

1.2.5. (Added) Specific reporting guidance for each report is contained in the appropriate sections of this supplement to support the AFSPCORS.

1.3.6.1. (Added) MOA/MOU. Send finalized copies of any MOA/MOU to HQ AFSPC/XOO.

1.3.7. AFSPC Geographically separated units (GSUs) will submit reports IAW parent DRU, wing and NAF guidance.

1.3.9. (Added) **Chief, Current Operations (HQ AFSPC/XOO):**

1.3.9.1. (Added) Manages the ARS.

1.3.9.2. (Added) Monitors JRS and AFOREPS to ensure JS and Air Force reporting requirements are accurately reflected in this instruction.

1.3.9.3. (Added) Coordinates AFSPC report structure support between the JRS, AFOREPS and ARS.

1.3.9.4. (Added) Reviews established AFSPC operational reports to validate requirements and add, change or delete reports as necessary to increase effectiveness.

1.3.9.5. (Added) Ensures operational reporting requirements levied on AFSPC units are kept to the absolute minimum required to accomplish AFSPC's mission.

1.3.9.6. (Added) Validates the effectiveness of new reporting requirements recommended by AFSPC Functional Area Managers (FAM).

1.3.10. (Added) **HQ AFSPC FAMs.** The FAMs identified in **Table 1.1. (Added),** coordinate with HQ AFSPC/XOO on all reports for which they are responsible. All FAMs:

1.3.10.1. (Added) Must review report requirements and content at least annually to ensure currency.

1.3.10.2. (Added) Coordinate all changes, additions or deletions with HQ AFSPC/XOO and applicable NAF, wing or DRU.

1.3.10.3. (Added) Identify new operational reporting requirements for ARS formatting and inclusion in this instruction.

1.3.11. (Added) **AFSPC COMMAND CENTER (HQ AFSPC/XOOO) will:**

1.3.11.1. (Added) Monitor all reports submitted to ensure proper addressing, routing and format.

1.3.11.2. (Added) Advise on the need to report an incident.

1.3.11.3. (Added) Score monthly OPREP report submissions for errors and timeliness.

1.3.11.4. (Added) Maintain three annual OPREP-3 message logs, one for each category of report (HOMELINE, BEELINE and PINNACLE) submitted. As a minimum, each log will list the unit, report number, date-time-group, subject and type of report (initial, follow-up, final).

1.3.11.5. (Added) Develop checklists for the submission of required reports IAW AFSPCI 10-210, *AFSPC Command Posts*. Checklists will include the designated checklist items listed in AFSPCCL 10-26, *Operational Reporting*.

1.3.12. (Added) **NAF.** NAFs will include AFSPC Command Center as an addressee on USSTRATCOM or NAF directed operational messages and voice reports. The NAF Command Post (CP) will:

1.3.12.1. (Added) Monitor all reports submitted to ensure proper addressing, routing, and format.

1.3.12.2. (Added) Advise on the need to report an incident.

1.3.12.3. (Added) Maintain three OPREP-3 annual message logs, one for each category of report (HOMELINE, BEELINE and PINNACLE) submitted. As a minimum, each log will list the unit, report number, date-time-group, subject and type of report (initial, follow-up, final).

1.3.12.4. (Added) Develop checklists for the submission of required reports IAW AFSPCI 10-210, *AFSPC Command Posts*. Checklists will include the designated checklist items listed in AFSPCCL 10-26, *Operational Reporting*.

1.3.13. (Added) **Wing/DRU.** Commanders are responsible for operating the installation CP and will ensure reports pertaining to assigned and attached forces are up channeled to the AFSPC Command Center through the appropriate NAF CP in a timely and accurate manner. The wing/DRU will arrange maximum support from host bases to meet Air Force reporting requirements for subordinate units that are tenants on other installations. The wing/DRU will:

1.3.13.1. (Added) Specify reporting procedures for subordinate units.

1.3.13.2. (Added) Ensure proper addressing, routing and format of submitted reports.

1.3.13.3. (Added) Ensure unit commanders and appropriate staff agencies are trained in OPREP-3 requirements.

1.3.13.4. (Added) Maintain appropriate OPREP-3 report numbering logs.

1.3.13.5. (Added) Submit reports IAW this supplement and AFI 10-206.

1.3.13.6. (Added) Develop checklists for the submission of required reports IAW AFSPCI 10-210, *AFSPC Command Posts*. Checklists will include the designated checklist items listed in AFSPCCL 10-26, *Operational Reporting*.

1.3.14. (Added) **All units will:**

1.3.14.1. (Added) Use **Table 11.1. (Added)** as a guide to report any event or incident that may affect the completion of the unit's operational mission(s) or impact personnel.

1.3.14.2. (Added) Review OPREP-3 Matrices for possible event or incident reporting that may be of interest to higher headquarters (HHQ).

1.3.14.3. (Added) Pass, through the appropriate chain of command, information concerning events or incidents that do not fall within the formal OPREP-3 reporting requirements but may be of HHQ interest.

1.3.14.4. (Added) Submit reports IAW this supplement and AFI 10-206.

1.3.14.5. (Added) Ensure the address label clearly states who the report recipients are when submitting a report via DMS. Examples of acceptable formats are 20AF/MOC, AFSPC/XOO, AFOC, STRAT/A3, AFNSEP WASH, DIRNSA/Y13.

1.3.14.6. (Added) Submit recommendations, additions or deletions to individual reports to the FAM as listed in **Table 1.1. (Added),** with an information copy to HQ AFSPC/XOOT.

Table 1.1. (Added) HQ AFSPC Functional Area Managers.

REPORT	FAM
AFSPC Reporting System (ARS)	XOOO
Event/Incident Report (OPREP-3)	XOOO
Crescent Edge Report (OPREP-3CE)	XOC
Commander's Situation Report (SITREP)	XOOO
Launch Status Report (LSR)	XORS
Helicopter Off-Station Report	XONH
Spectrum Interference Resolution Program (EMI Report)	LCNI
Commander Availability Report	XOOO
OPREP-3 Error Report	XOOT

1.4.1. All AFSPC CPs are required to maintain the following publications:

1.4.1.1. (Added) AFPAM 10-709 V1 CD, *USMTF Formats*

1.4.1.2. (Added) AFI 10-206, *Operational Reporting*

1.4.1.3. (Added) AFI 10-206_AFSPCSUP1, *Operational Reporting*

1.4.1.4. (Added) AFI 10-205_AFSPCSUP1, *Availability of Major Command Commanders*

1.4.1.5. (Added) AFI 10-707_AFSPCSUP1, *Spectrum Interference Resolution Program*

2.4.1. (Added) **Degraded Voice Communications.** When submitting OPREP-3 reports, if the unit CP cannot establish voice contact with the appropriate HHQ, the unit CP will submit a record copy OPREP-3 report only. The unit CP will continue to attempt contact with their NAF CP and AFSPC Command Center until voice communications are reestablished.

2.4.2. (Added) **Degraded Record Copy Communications.** If the CP local systems for transmitting record copy OPREP-3 reports (including fax) are degraded, controllers will voice the report to the next appropriate HHQ. The next HHQ will transmit the record copy report to all required addressees.

3.3.14. A detailed Crescent Edge Reporting System Instruction is used by specified units only and has a limited distribution.

3.3.14.1. AFSPC CPs will recall their designated Program Manager**.** CPs will notify their CC/CV that the Program Manager has been recalled in response to a CE report. Program Managers are responsible for providing a current notification roster to the unit CP.

3.5. **Report Submission.** HOMELINE record copy reports will be transmitted, as a minimum, to those agencies identified in **Table 11.2. (Added)** CPs will also refer **Table 11.2. (Added)** when addressing BEELINE and PINNACLE reports. CPs may add or delete addressees as the situation warrants. Note: OPREP-3 reports that address USAF and AFSPC matters exclusively, such as deaths, injuries, and criminal cases will not be sent to NORAD or USSTRATCOM addressees.

3.5.1.1. The CP will up-channel the report through the appropriate NAF CP to the AFSPC Command Center utilizing the voice report format at **Figure 3.6. (Added)** The CP must up-channel an OPREP-3

voice report within 15 minutes after the wing/DRU Commander or designated representative has determined the event or incident is OPREP-3 reportable. The NAF CP will screen subordinate unit reports for proper reporting and patch unit to the AFSPC Command Center. *Note: Use the OPREP reporting chain for advice/direction when in doubt as to which report to send.*

3.5.1.1.1. (Added) If the report content is classified and secure voice communications are not available, advise the AFSPC Command Center that a classified record copy message was submitted.

3.5.2. The CP will transmit the record copy using IMMEDIATE precedence within **1 hour** after the voice transmission. If the CP expects to exceed the 1 hour record copy time constraint, it must request an extension from the AFSPC Command Center. (**Note**: Do not request an extension of time in order to gather more information for the initial record copy report). For BEELINE and PINNACLE reports, the AFSPC Command Center will coordinate with the AFOC for the extension.

3.5.2.2. (Added) In situations where multiple rule numbers apply, report using the rule number that gets the report to the highest level of command. For example, when a HOMELINE and BEELINE rules apply, report using the BEELINE rule number. Units must use caution and ensure all HOMELINE addressees are included on the record copy report.

3.5.3. Do not include the following statements in HOMELINE reports: "The commander has deemed the following reportable" and "Further reporting through XXX channels."

3.5.3.1. The rule number and short title used from the appropriate reports matrix will be referenced in all initial OPREP-3 voice and record copy reports (including BEELINE and PINNACLE reports).

3.5.6. If available, property or equipment damage should include a cost estimate. But do not delay reporting to wait for the estimate.

3.6.1. An AMPN set is required after each REF set. See **Figure 11.1. (Added)**, **Figure 11.2. (Added)**,, **Figure 11.3. (Added)**, and **Figure 15.1. (Added)**, for report formats.

3.10. **Use of Personnel Identification.** Personnel data may only be requested by the AFSPC staff or HHQ through the AFSPC Command Center. This information will never be sent in the record copy and if required, it will be transmitted by secure voice communications.

3.13.1. (Added) **AFSPC COMMAND CENTER Contact Information. Table 3.5. (Added)** provides secure and non-secure DSN numbers, commercial numbers, and NIPRNET addresses for the AFSPC Command Center.

3.14.1. (Added) **Command Post Contact Information. Table 3.6. (Added)** provides secure and non-secure e-mail addresses for AFSPC Command Posts.

Table 3.5. (Added) AFSPC COMMAND CENTER Contact Information.

VOICE	Primary:		Alternate:	Commercial:
Nonsecure	DSN 692-5979		DSN 692-5758	(719) 554-5979
STE/STU	DSN 692-5587		DSN 692-9690	(719) 554-5587
Red Switch	DSN 692-3854		DSN 692-3904	N/A
E-MAIL	Primary:		Secondary:	
NIPRNET	**mailto:afspc.cmdctrv3@peterson.af.mil**			
SIPRNET	**mailto:afspc.commandcenter@afspc.af.smil.mil**			
FAX	Primary:		Secondary:	Commercial:
Unclassified	DSN 692-0239		DSN 692-0210	(719) 554-0239
Classified	DSN 692-9063		DSN 692-0214	(719) 554-9063

Table 3.6. (Added) Command Post Contact Information.

Command Post	NIPRNET E-mail	SIPRNET E-mail
21 SW	**mailto:21sw.doc@peterson.af.mil**	**mailto:21sw.doc@peterson.af.smil.mil**
30 SW	**mailto:30.CP@vandenberg.af.mil**	**mailto:30sw/cp@vandenberg.af.smil.mil**
45 SW	**mailto:45swcp@patrick.af.mil**	**mailto:45swcp@patrick.af.smil.mil**
50 SW	**mailto:50sw.cpv3@dms.schriever.af.mil**	**mailto:50sw.cp@dms.schriever.af.smil.mil**
61 ABG	**mailto:61abg.dov3@losangeles.af.mil**	**mailto:61abgdo.v3@losangeles.af.smil.mil**
460 ABW	**mailto:460commandpost@buckley.af.mil**	**mailto:460ABW.CP@buckley.af.smil.mil**
5 BW	**mailto:5bw.cp@minot.af.mil**	**mailto:5bw.sp@minot.af.smil.mil**
90 SW	**mailto:90SW.CP.DMSv3@warren.af.mil**	**mailto:90SW.CPv3@warren.af.smil.mil**
341 SW	**mailto:341swcp@malmstrom.af.mil**	**mailto:341sw/cp@malmstrom.af.smil.mil**

3.15. (Added) **General Reporting Instructions.** Commanders must be prepared to make an immediate decision as to the degree of significance of each occurrence and the necessity for reporting it. Prior to submitting a BEELINE or PINNACLE report, the commander should consider the impact on the military operational mission. **Note:** If an event or incident meets any of the descriptions in one of the reporting criteria tables, **it must be reported**. *Commanders (Wing/DRU) will be the releasing authority for all OPREP-3 reports (excluding the OPREP-3CE report)*. **WHEN IN DOUBT - REPORT IT,** no criticism will be forthcoming for reporting an event or incident that at the time seemed significant but is later deemed to be not reportable. If the event or incident is later deemed not reportable, up-channel the appropriate notification via voice.

3.15.1. (Added) Every event/incident reported via OPREP-3 must be closed out with a FINAL report. If the initial report for an event/incident is the only one that will be sent, the TIMELOC line will indicate "INIT", and the last line of the REMARKS field will state "THIS IS A FINAL REPORT." **Note**: The Remarks field is only required for an Initial/Final report.

Figure 3.6. (Added) OPREP-3 Voice Report Format.

CLASSIFICATION: _____

OPREP-3 VOICE FORMAT
(IF CLASSIFIED, USE SECURE VOICE)

This is: _____ in the _____ with an

(*Rank/Name)*   (*Organization)*

ACTUAL   (Circle applicable response)
EXERCISE

TOP SECRET   **SECRET**   **CONFIDENTIAL**   **UNCLASSIFIED**

INITIAL   **FOLLOW-UP**   **FINAL**

HOMELINE   **BEELINE**   **PINNACLE**

Incident identification _____, Rule # _____.
Please conference me with the

AFSPC COMMAND CENTER   **AFOC**   **NMCC**

LINE 1: Message/Report Number _____
LINE 2: INCIDENT DTG (ZULU), INCIDENT LOCATION _____
_____
LINE 3: BRIEF NARRATIVE _____
_____
_____
_____
_____
Are there any questions?
INITIALS: NMCC_____ AFOC _____ MAJCOM_____NAF_____ WING _____ DRU_____

Voice report. Time of voice report is: _____Z.

CLASSIFICATION: _____

4.1.5. (Added) Automatically at DEFCON 4 or higher.

4.1.6. (Added) When directed by the CSAF, CDRUSSTRATCOM, COMAFSPC, NAF commanders or the respective unit commander.

4.1.7. (Added) When a situation, operation or activity occurs, which does not warrant continued OPREP-3 reporting, but requires HHQ notification.

4.2. **Submitted By.** AFSPC COMMAND CENTER or Battle Staff, AFSPC DRUs, NAFs and wings. NAFs will specify unit SITREP reporting and addressing requirements for subordinate units.

4.3.2. **HQ AFSPC** will submit SITREP to:

     ACTION: AFOC WASHINGTON DC//

     INFO: AFPC RANDOLPH AFB TX//PRC/DPWRC//

                               AFEOC FT DETRICK MD// (WHEN ACTIVATED)

4.3.3. **NAFs** will consolidate subordinate wing reports and submit SITREP to:

     ACTION: HQ AFSPC PETERSON AFB CO//XOOO//

4.3.4. (Added) **DRUs** submit SITREP to:

     ACTION: HQ AFSPC PETERSON AFB CO//XOOO//

4.4.1. (Added) 14AF, 20AF and DRU SITREPs are due to HQ AFSPC NLT **2000Z** with an as of **1800Z**.

4.4.2. (Added) HQ AFSPC SITREP is due to CSAF (AFOC) no later than (NLT) **0200Z** the following day.

4.7. **Report Content.** In order to make the SITREP a more accurate and useful document, AFSPC units will report on the status of backup systems in each daily report. This includes everything from command and control systems to ground station back-ups.

4.8. (Added) **Additional Reporting.** Out of Cycle SITREPS will not be used for daily operations. If an event or incident requires up-channeling, then use of the OPREP-3 is appropriate. Out of Cycle SITREPS will only be submitted in support of Joint operations as requested by the HQ AFSPC Command Center on behalf of the AFSPC/CC or AFSPC battle staff. The format, timing and use will be directed in the AFSORD.

Chapter 11 (Added)

EVENT/INCIDENT REPORT (OPREP-3 HOMELINE)

11.1. (Added) Purpose. This report is used to notify COMAFSPC and specific command agencies of any event or incident where HQ AFSPC level interest is indicated, but the occurrence does not meet the criteria for submission of a PINNACLE or BEELINE. The report must be timely and concise, contain enough information to allow ACTION addressees to fully understand the situation and provide information to higher levels as required.

11.2. (Added) Use the following guidelines, in **Table 11.1. (Added)** to submit an OPREP-3 HOME-LINE: *(These are only minimal guidelines to help identify reportable incidents and addressees. Commander judgment may be used to report incidents not specifically identified or addressed in this guide)*.

NOTES:

1. Routine speeding tickets, minor accidents (fender benders), and parking tickets **will not** be reported. In an effort to categorize and make identifying key events/incidents quicker, some events/incidents are listed twice. The rule is a reference; the event/incident is the key interest item.

2. Additional Guidance for Space Weather (Rule W4): An initial OPREP-3 HOMELINE should be sent for initial indications. A follow-on report should be submitted once the Situational Assessment and Recovery Team (SART) and/or HQ AFWA/XOGX makes a determination of space weather impact. A final report should be submitted when all EMI/Anomaly criteria are met and the 614 AWT states space weather could have caused the event. Even if the source of the EMI/Anomaly does not point to space weather, a final report must still be submitted. When above indications are a known recurring effect that does not impact mission accomplishment or ability to provide service, an OPREP-3 should NOT be accomplished. In this case, follow usual operations practices.

11.3. (Added) Headquarters Functional Area Manager. XOO.

Table 11.1. (Added) Objective OPREP-3 HOMELINE Reporting Criteria.

RULE	EVENT/INCIDENT	DESCRIPTION	ADDRESS #
A -- ACQUISITION/DEVELOPMENTAL/SMC RELATED EVENTS			
A1	Space System Development/ Sustainment Problem	A development or sustainment event that causes a significant degradation or delay of the mission capability of a space system, or something resulting in a Nunn-McCurdy Breach.	1, 3,7
A2	ICBM Development Problem	Any event or incident that affects the delivery timeline or final mission capability of a developmental missile system or component of a missile system.	1, 3, 7, 10
A3	Anomalous Events	Anomalous events, during development or early orbit checkout, that could cause a significant mission impact in either capability, mission availability or mission life.	1, 3, 7
A4	Damage	Damage to Air Force property, facilities, or equipment that affects the mission capability of a system or causes a substantive impact to delivery of mission capability.	1, 3, 7, 10
G -- GROUND/SITE/MISSILE RELATED EVENTS			
G1	Satellite C2 Failure	Satellite Ground Station Anomaly - AFSCN or dedicated control net anomaly that has a major impact on the satellite command and control (C2) net. **(To exceed 4 hours but less than 48 hours.)**	1, 2, 3, 4, 5, 6, 7, 8 - Impact to ANG units: 16 - Impact to AFRC units: 17
G2	Mission Degradation	Degradation of any satellite bus or payload, and any of the satellite's missions are degraded or expected to be affected by a ground station. **(To exceed 4 hours but less than 48 hours.)**	1, 2, 3, 4, 5, 6, 7, 8 - Impact to ANG units: 16 - Impact to AFRC units: 17
G3	Anomalous US Launch	Anomalous launch events up to booster and satellite separation.	1, 2, 3, 4, 5, 6, 7, 8 - Impact to ANG units: 16 - Impact to AFRC units: 17

RULE	EVENT/INCIDENT	DESCRIPTION	ADDRESS #
G4	Anomalous Early Orbit Events	Anomalous early orbit events following booster and satellite separation for space assets owned by AFSPC or those destined to be turned over to AFSPC. This rule is applicable to AFSPC Space Operations Squadrons that participate in early orbit checkout.	1, 2, 3, 4, 5, 6, 7, 8 - Impact to ANG units: 16 - Impact to AFRC units: 17
G5	Property Damage	Damage to Air Force property, facilities, or equipment that affects the operational capability of the unit not reportable under BEELINE or PINNACLE criteria. or Damage that is initially estimated to exceed $20,000 but less than $50,000. These instances include but are not limited to: structural damage to launch facilities, equipment or property fires affecting Air Force installations, and other emergency situations in which base civil engineering and service personnel are directly involved.	1, 3, 7 - For ITW/AA systems, SIOP assets or space systems: 2, 4, 5, 6, 8 - For "airlift" type acft: 15 - Impact to ANG units: 16 - Impact to AFRC units: 17
G6	Power or Communication Failure	Any widespread or extended commercial power and/or communications failures that affect site or mission capability.	1, 3, 7, 9 - For ITW/AA systems, SIOP assets or space systems: 2, 4, 5, 6, 8 - Impact to ANG units: 16 - Impact to AFRC units: 17

RULE	EVENT/INCIDENT	DESCRIPTION	ADDRESS #
G7	Tower Evacuation	Any control tower, radar approach control (RAPCON), or launch control tower evacuation that impacts the mission.	1, 3, 7 - For ITW/AA systems, SIOP assets or space systems: 2, 4, 5, 6 - Impact to ANG units: 16 - Impact to AFRC units: 17
G8	Missile Property Damage	Any aircraft, missile, missile transporter vehicle, or site damage in excess of $1,000 but less than $50,000 for ICBM forces.	1, 3, 7, 10, - For ITW/AA systems or SIOP assets: 2, 6 - Impact to ANG units: 16 - Impact to AFRC units: 17
G9	Battery Power	Any extraordinary situation that exists that the unit believes justifies the emergency use of battery power during peacetime. The report should contain any supporting information to include (as a minimum) power status of all launch facilities, travel conditions and weather predictions.	1, 3, 7 - For ITW/AA systems or SIOP assets: 2, 6 - Impact to ANG units: 16 - Impact to AFRC units: 17

RULE	*EVENT/INCIDENT*	*DESCRIPTION*	*ADDRESS #*
G10	ICBM Related Mishap	Any missile/missile alert facility/ launch facility mishap not reportable under BEELINE or PINNACLE criteria.	1, 3, 7, 10, - For ITW/AA systems or SIOP assets: 2, 6 - Impact to ANG units: 16 - Impact to AFRC units: 17
G11	Equipment Problem	Status of critical Aerospace Equipment/Test Equipment that is out of commission, normal support is insufficient to resolve problem and the equipment problem impacts the mission.	1, 3, 7 - For ITW/AA systems, SIOP assets or space systems: 2, 4, 5, 6, 8 - Impact to ANG units: 16 - Impact to AFRC units: 17
G12	Nominal launch	Any successful government or civilian launch, with initial indications of satellite insertion.	1, 3, 7 - For ITW/AA systems, SIOP assets or space systems: 2, 4, 5, 6, 8 - Impact to ANG units: 16 - Impact to AFRC units: 17
H -- HELICOPTER/AIRCRAFT RELATED EVENTS			

RULE	EVENT/INCIDENT	DESCRIPTION	ADDRESS #
H1	Aircraft Problems	Unusual events/incidents involving AFSPC helicopters resulting in aircraft being non-mission capable, needing to remain off station unexpectedly, or needing to be returned to base via ground transportation. Events/incidents resulting in aircraft damage or aircrew injury.	1, 3, 7
H2	Civil Aircraft	Any civil aircraft mishap that occurs on Air Force property or under the control of/in airspace controlled by an Air Force facility.	1, 3, 7 - Impact to ANG units: 16 - Impact to AFRC units: 17
H3	In-flight Emergency (IFE) / Unplanned Landing for AFSPC Aircraft	Any in-flight emergency declared on an AFSPC owned ACFT or an emergency unplanned landing made because the ACFT commander had determined continued flight to be potentially unsafe.	1, 3, 7 - For "airlift" type acft: 15
H4	DROPPED OBJECT	Any dropped object incident that does not meet BEELINE criteria.	1, 3, 7 - For "airlift" type acft: 15 - Impact to ANG units: 16 - Impact to AFRC units: 17
H5	LOW OVER-FLIGHT	Reports of low over-flight or unauthorized flight activity near AFSPC installations.	1, 3, 7 - For "airlift" type acft: 15 - Impact to ANG units: 16 -Impact to AFRC units: 17
M – MISCELLANEOUS			

RULE	*EVENT/INCIDENT*	*DESCRIPTION*	*ADDRESS #*
M1	HHQ Interest	Any incident not specifically listed in this document, which may cause news media interest or is determined to be of interest to HHQ	1, 3, 7 - For ITW/AA systems, SIOP assets or space systems: 2, 4, 5, 6, 8 - Impact to ANG units: 16 - Impact to AFRC units: 17
M2	Code Compromise	A possible code compromise (PCC) or a possible compromise of Tamper Detection Indicator (TDI) technology (PCTT).	1, 3, 7, 11, 12, 13, 14 - For ITW/AA systems or SIOP assets: 2, 6 - Impact to ANG units: 16 - Impact to AFRC units: 17
M3	Inspection Team Arrival	The scheduled or unscheduled arrival of any HHQ inspection or auditing team that is inspecting an AFSPC unit or a supported tenant unit. (CI, ORI, NSI, START)	1, 3, 7 - Impact to ANG units: 16 - Impact to AFRC units: 17
M4	Environmental Incident	Report environmental incidents such as fuel spills (reportable to local, state or federal POL's >110 gals), enforcement actions/incidents (written notice, warning letters, notice of violations or noncompliance, administrative orders or consent orders), environmental fines/penalties, permit non-compliance situations and items that can create adverse news media interest.	1, 3, 7 -Impact to ANG units: 16 - Impact to AFRC units: 17

RULE	EVENT/INCIDENT	DESCRIPTION	ADDRESS #
M5	Unexploded Ordnance (UXO)	Report any Unexploded Ordnance (UXO) found on an AFSPC installation, unless found during HQ AFSPC approved ordnance and explosive removal operations.	1, 3, 7 - Impact to ANG units: 16 - Impact to AFRC units: 17
M6	Military Support to Civil Authorities (MSCA)	Requests by civilian authorities for military assistance, or for the use of military resources (personnel or equipment) in the cilvilian domain. **(See format in AFI 10-206 Fig 3.4.)**	1, 3, 6, 7, 20, 21, 22
P -- PEOPLE/CRIME/DEATH RELATED EVENTS			
P1	Serious Illness/ Injury/ Death	Serious illness/injury of **any** active duty personnel that does not meet BEELINE criteria. Death (other than natural causes) or serious illness/injury of **Dept. of the Air Force civilian personnel** occurring while on duty or on the military installation that does not meet PINNACLE or BEELINE criteria. **Note:** Serious illness/injury is a disabling illness/injury resulting in loss of duty for three or more days.	1, 3, 7 - Impact to ANG units: 16 - Impact to AFRC units: 17
P2	Criminal Activity	Criminal activity in which felony charges are made or pending, that does not meet BEELINE or PINNACLE criteria. (See notes 1 and 2 above**). Note: For Sexual Assualt victims, identify what the unit is doing for the victim.**	1, 3, 7 - Impact to ANG units: 16 - Impact to AFRC units: 17
P3	DV Unannounced Visit	Any contact or visit by a non-AFSPC general officer or DV Code 6 or higher which has not been previously coordinated with HQ AFSPC Command Protocol (**excluding retirees**).	1, 3, 7 - Impact to ANG units: 16 - Impact to AFRC units: 17

RULE	*EVENT/INCIDENT*	*DESCRIPTION*	*ADDRESS #*
P4	Demonstrations	Demonstrations, on or near the military installation, directed specifically towards the military or the installation that do not meet BEELINE or PINNACLE criteria.	1, 3, 7 - Impact to ANG units: 16 - Impact to AFRC units: 17
S -- SATELLITE RELATED EVENTS			
S1	Radioactive Incident	A spacecraft radioactive incident due to a **non-hostile** cause, involving only national agencies, and presenting no danger to human life.	1, 2, 3, 4, 5, 6, 7, 8 - Impact to ANG units: 16 - Impact to AFRC units: 17
S2	Mission Degradation	Degradation of any satellite bus or payload, and any of the satellite's missions are degraded or expected to be affected. **(To exceed 4 hours but less than 48 hours.)**	1, 2, 3, 4, 5, 6, 7, 8, 18, 19 - Impact to ANG units: 16 - Impact to AFRC units: 17
S3	Satellite Degradation or Anomaly	Failure or degradation of any satellite bus or payload, loss of satellite control, without determination of mission impact.	1, 2, 3, 4, 5, 6, 7, 8, 18, 19 - Impact to ANG units: 16 - Impact to AFRC units: 17
W -- WEATHER/ENVIRONMENTAL RELATED EVENTS			

RULE	*EVENT/INCIDENT*	*DESCRIPTION*	*ADDRESS #*
W1	Weather Phenomena	Weather phenomena affecting unit operations that does not meet BEELINE criteria but is determined to be of interest to HQ AFSPC.	1, 3, 7 - For ITW/AA systems, SIOP assets or space systems: 2, 4, 5, 6, 8 - For "airlift" type acft: 15 - Impact to ANG units: 16 - Impact to AFRC units: 17
W2	Weather Phenomena Affecting Maintenance	Weather phenomena (excluding local thunderstorm activity) or other environmental factors causing termination of normal maintenance dispatch activities for missile units.	1, 3, 7 - For ITW/AA systems, SIOP assets or space systems: 2, 6, 8
W3	Alert Crew Changeover	Weather phenomena or other environmental factors causing a **3-hour or more delay** of regularly scheduled missile alert crew changeover.	1, 3, 7 - For ITW/AA systems or SIOP assets: 2, 6
W4	Space weather	Report suspected, non-recurring space weather effects that impact mission accomplishment or ability to provide service. (Refer to para **11.2. (Added)**, Note 2 for additional Guidance)	1, 3, 7, 18, 19 - For ITW/AA systems, SIOP assets or space systems: 2, 4, 5, 6, 8 - Impact to ANG units: 16 - Impact to AFRC units: 17

Table 11.2. (Added) OPREP-3 Homeline Address List.

#	
	NOTE: ADD AND DELETE AGENCIES AND OFFICE SYMBOLS AS APPLICABLE
#	**ADDRESS**
1.	**HQ AFSPC COMMAND CENTER, PETERSON AFB CO**
2.	**USSTRATCOM OFFUTT AFB NE//OP31/CL41/CL61/CL11//**
3.	**ALL Wing Command Posts, NAF CPs, SMC, SWC and 14 AF Space AOC**
4.	**CMOC CHEYENNE MOUNTAIN AFS CO//MD//**
5.	**CMOC SCC CHEYENNE MOUNTAIN AFS CO**
6.	**AFOC WASHINGTON DC**
7.	Host Base //CC//
8.	**CMOC CHEYENNE MOUNTAIN AFS CO/J3C//**
9.	**AFSPC NOSC PETERSON AFB CO//**
10.	**OO-ALC HILL AFB UT//LM//**
11.	**USSTRATCOM OFFUTT AFB NE//OP3/CL4//**
12.	**DIRNSA FT GEORGE G MEADE MD //Y1/V33/Y13/I413/V331/V334/V514/Y132//**
13.	**JOINT STAFF WASHINGTON DC//J3/J38/NOD//**
14.	**HQ DEFCOURIERSVC FT GEORGE MEADE MD//J3//**

15.	**USTRANSCOM AMC TACC EA CELL SCOTT AFB IL**
16.	**ANG ANDREWS AFB MD//XOO//**
17.	**HQ AFRC ROBINS AFB GA//DOOC//**
18.	**HQ AFWA OFFUTT AFB NE//XOGX//**
19.	**614 SOPG VANDENBERG AFB CA//AWT//**
20.	**AFNSEP FT MCPHERSON GA**
21.	**1AF AOC (TYNDALL AFB)**
22.	**ACC CAT (LANGLEY AFB)**
NOTE: ADD AND DELETE AGENCIES AND OFFICE SYMBOLS AS APPLICABLE	

Figure 11.1. (Added) Example Initial HOMELINE Report Format.

From: (Originator DMS) [Originator.CP@location.af.mil]

Sent: Thursday, Feb 26, 2003 9:27 PM

To: AFSPC COMMAND CENTER; APPROPRIATE NAF COMMAND POST

Cc:

Subject: OPREP-3 HOMELINE #001

Importance: Normal

UNCLAS JOPREP JIFFY

MSGID/OPREP-3H/ORIGINATING UNIT/001/FEB//

REF/A/TEL/ORIGINATING UNIT/261930Z FEB 03/001//

AMPN/OPREP-3H INITIAL VOICE REPORT//

FLAGWORD/HOMELINE/-//

TIMELOC/261600ZFEB03/LOCATION/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/ THE COMMAND POST WAS NOTIFIED AT 26/1915Z FEB 03, AND THE COMMANDER APPROVED THE VOICE REPORT AT 26/1920ZFEB 03, RULE P2, CRIMINAL ACTIVITY. CIVILIAN AUTHORITIES APPREHENDED AN AIRMAN ASSIGNED TO THE MEDICAL GROUP DURING A ROUTINE SPOT INSPECTION. APPROXIMATELY EIGHT OUNCES OF COCAINE WAS FOUND IN THE VEHICLE. ESTIMATED STREET VALUE IS EIGHT THOUSAND DOLLARS. THE INDIVIDUAL HAS BEEN IN THE CUSTODY OF CIVILIAN AUTHORITIES FOR APPROXIMATELY FOUR HOURS. ANTICIPATED NEWS MEDIA INTEREST IS LOW.//

Figure 11.2. (Added) Example Initial/Final HOMELINE Report Format.

From: (Originator DMS) [Originator.CP@location.af.mil]

Sent: Thursday, Feb 26, 2003 9:27 PM

To: AFSPC COMMAND CENTER; APPROPRIATE NAF COMMAND POST

Cc:

Subject: OPREP-3 HOMELINE #001

Importance: Normal

UNCLAS JOPREP JIFFY

MSGID/OPREP-3H/ORIGINATING UNIT/001/FEB//

REF/A/TEL/ORIGINATING UNIT/261930Z FEB 03/001//

AMPN/OPREP-3H INITIAL VOICE REPORT//

FLAGWORD/HOMELINE/-//

TIMELOC/261600ZFEB03/LOCATION/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/ THE COMMAND POST WAS NOTIFIED AT 26/1915Z FEB 03, AND THE COMMANDER APPROVED THE VOICE REPORT AT 26/1920ZFEB 03, RULE P2, CRIMINAL ACTIVITY. CIVILIAN AUTHORITIES APPREHENDED AN AIRMAN ASSIGNED TO THE MEDICAL GROUP DURING A ROUTINE SPOT INSPECTION. APPROXIMATELY EIGHT OUNCES OF COCAINE WAS FOUND IN THE VEHICLE. ESTIMATED STREET VALUE IS EIGHT THOUSAND DOLLARS. THE INDIVIDUAL HAS BEEN IN THE CUSTODY OF CIVILIAN AUTHORITIES FOR APPROXIMATELY FOUR HOURS. ANTICIPATED NEWS MEDIA INTEREST IS LOW.//

REMARKS/THIS IS A COMMAND POST FINAL REPORT//

Figure 11.3. (Added) Example Follow up HOMELINE Report Format.

From: (Originator DMS) [Originator.CP@location.af.mil]
Sent: Thursday, Feb 26, 2003 10:00 PM
To: AFSPC COMMAND CENTER; APPROPRIATE NAF COMMAND POST
Cc:
Subject: OPREP-3 HOMELINE #001A

Importance: Normal

UNCLAS JOPREP JIFFY

MSGID/OPREP-3H/ORIGINATING UNIT/001A/FEB//

REF/A/TEL/ORIGINATING UNIT/261930Z FEB 03/001//

AMPN/OPREP-3H INITIAL VOICE REPORT//

REF/B/MSG/ORIGINATING UNIT/261940Z FEB 03/001//

AMPN/OPREP-3H INITIAL HARD COPY REPORT//

REF/C/TEL/ORIGINATING UNIT/262000Z FEB 03/001A//

AMPN/OPREP-3H FOLUP VOICE REPORT//

FLAGWORD/HOMELINE/-//

TIMELOC/261600ZFEB03/LOCATION/FOLUP/

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/AIRMAN CLAIMS TO HAVE BORROWED HIS CIVILIAN BROTHER'S VEHICLE AND DID NOT KNOW THE VEHICLE CONTAINED ANY DRUGS. CIVILIAN AUTHORITIES ARE LOOKING FOR HIS BROTHER AND THE AIRMAN HAS BEEN TURNED OVER TO THE BASE OSI. NO NEWS MEDIA INTEREST AT THIS TIME.//

Chapter 12 (Added)

LAUNCH STATUS REPORT (LSR)

12.1. (Added) Purpose. The LSR provides processing status and major milestones of all major launch systems and associated payloads. The LSR also reports significant events occurring at the space launch squadrons and the range squadrons such as pad maintenance activity and events not reported by other means. This information is vital to producing Current Launch Schedules, keeping HHQ senior leadership informed, and populating of a historical database. This database is regularly referenced to answer senior leadership and HHQ questions and for supporting decisions affecting allocation of resources through the Planning, Programming, and Budgeting System.

12.2. (Added) Procedures. The LSR is submitted electronically through the Launch Information Support Network (LISN). Units will use classified LISN to provide regular updates located at **http://lisn.peterson.af.smil.mil**.. If SIPRNET is unavailable, FOUO LISN is available to units to check data currency at **http://lisn.peterson.af.mil**. Units will notify the LISN administrator of any problems. The LISN administrators are available at HQ AFSPC/XORS, DSN 692-3558/9828.

12.3. (Added) Submission. The LSR update process is accomplished by units to update mission status and report significant events at spacelift ranges. As a minimum, units are required to update the LISN LSRs, on normal duty days and post launch status immediately following launch. If conditions require more frequent updates, HQ AFSPC/XORS and or 14AF/A33 will contact the wing(s) to request additional support. Launch support for any unit from any U.S. range should be included in the LSR. LSRs are submitted for all spacelift missions to include commercial and civil launches.

12.3.1. (Added) Begin updating the LISN LSRs on missions no later than five calendar days prior to the Booster On Stand (BOS) date (or equivalent BOS milestone) for each spacelift mission. See **Figure 12.1. (Added)** for mandatory reporting requirements for specific launch vehicles.

12.3.2. (Added) The LSR is not used in lieu of normal staff actions that are the subject of separate correspondence. Units should submit additional reports IAW AFI 10-206_AFSPC SUP1 and/or AFI 10-201_AFSPC SUP 1, *Status of Resources and Training System*.

12.3.3. (Added) LISN LSRs must be reported NLT the end of the day of the change/event except for weekends and holidays. Events/changes occurring on weekends/holidays must be reported NLT 0900MT. **Note**: All dates/times must be in ZULU.

12.3.4. (Added) Each launch wing will have a single point of contact within the Range Scheduling office for LISN issues/updates.

12.4. (Added) Format. Use the format defined in the LISN tools. Upon initial reporting, ensure the initial LISN LSR remark for a given mission contains a brief description of the payload including the manufacturer, customer, type of orbit and any other information of general interest.

12.5. (Added) Each wing is responsible for developing their own supplemental instructions for proper LISN use and organizations required to report to the wing's Range Scheduling Office.

12.6. (Added) Headquarters FAM. XORS.

Figure 12.1. (Added) LSR Matrix.

Launch Vehicle	Begin Reporting	End Reporting
Atlas II	BOS – 5 days	Launch + 1 day
Atlas III	BOS – 5 days	Launch + 1 day
Atlas V	BOS – 5 days	Launch + 1 day
Athena	BOS – 5 days	Launch + 1 day
Delta II & III	BOS – 5 days	Launch + 1 day
Delta IV	BOS – 5 days	Launch + 1 day
Navy	Launch – 30 days	Launch + 1 day
Pegasus	Ferry Flight – 5 days	Launch + 1 day
STS	STS Roll out – 5 days	STS Landing + 1 day
Ballistic	Launch – 30 days	Launch + 1 day
Taurus	BOS – 5 days	Launch + 1 day
Titan II	BOS – 5 days	Launch + 1 day
Titan IV	BOS – 5 days	Launch + 1 day

Chapter 13 (Added)

AFSPC HELICOPTER OFF-STATION REPORTING

13.1. (Added) Purpose. To notify HHQ when an AFSPC aircraft makes an unplanned remain over night (RON) location other than home station.

13.2. (Added) Submitted By. All AFSPC Helicopter Flight (HF) commanders.

13.3. (Added) Submitted To. HFs will submit reports to their wing CP. Wing CPs will submit the report to 20AF/DOH, their NAF CP, and INFO to HQ AFSPC//XO/XOOO/XONH//. See **Figure 13.1. (Added)** for format.

13.4. (Added) When Submitted. Off-Station reports are submitted any time an aircraft is diverted (due to weather, maintenance, mission diversion, etc.) and has to RON at another location other than home station. However, if the aircraft is scheduled for a planned RON (e.g. cross-country flight, depot maintenance) location other than home station, submit electronic/telephonic notification to HQ AFSPC/XONH and info 20 AF/DOH; 48 hours prior to departure.

13.5. (Added) How Submitted:

13.5.1. (Added) Classification. Normally unclassified. Classify according to classification of mission.

13.5.2. (Added) Method of Transmission. Record communications.

13.5.3. (Added) Precedence: Routine.

13.6. (Added) Headquarters FAM. XONH

Figure 13.1. (Added) Helicopter Off-Station Report Format.

FROM: (ORIGINATING UNIT)

ACTION: 30 SW COMMAND POST VANDENBERG AFB CA// (For 76 HF only)

    20AF F. E. WARREN AFB WY//DO/DOH// (For all HFs, except 76 HF)

    90 SW CP F.E.WARREN AFB WY// (For all HFs, except 76 HF)

                INFO: HQ AFSPC PETERSON AFB CO//XO/XOOP/XONH//

UNCLAS

SUBJECT: AFSPC HELICOPTER OFF-STATION REPORT

1. ORGANIZATION SUBMITTING REPORT

2. CALLSIGN/TYPE OF AIRCRAFT

3. AIRCRAFT TAIL NUMBER

4. DATE/TIME DEPARTURE

5. LOCATION OF RON

6. REASON FOR RON

7. DATE/TIME RETURN

8. AIRCREW (RANKS/NAMES)

9. WHO APPROVED THE RON

Chapter 14 (Added)

COMMANDER NON-AVAILABILITY REPORT

14.1. (Added) Purpose. To notify higher headquarters when a NAF/wing/DRU commander is not present for duty.

14.2. (Added) Submitted By. All NAF/wing/DRU CPs.

14.3. (Added) Submitted To. Wing CPs will submit reports to HQ AFSPC PETERSON AFB CO// XOOO// and their NAF CP with an Info copy to HQ AFSPC//XO//. NAFs/DRUs will submit reports to HQ AFSPC PETERSON AFB CO//XOOO// with an Info copy to HQ AFSPC//XO//. See **Figure 14.1. (Added)** for report format.

14.4. (Added) How Submitted:

14.4.1. (Added) Classification: Normally unclassified.

14.4.2. (Added) Method of Transmission. Submit record copy (DMS/FAX) NLT 24 hours prior to commander's departure. Submit voice report to the AFSPC Command Center and appropriate NAF CP when the commander departs, returns, or changes itinerary.

14.4.3. (Added) Precedence: Routine.

14.5. (Added) Headquarters FAM. XOOO.

Figure 14.1. (Added) Commander's Availability Report Format.

FROM: (21SW)
ACTION: HQ AFSPC PETERSON AFB CO//XOOO//
             APPROPRIATE NAF COMMAND POST
INFO: HQ AFSPC PETERSON AFB CO//XO//
CLASSIFICATION
SUBJECT: Commander Non-Availability Report (U)

A. Dates Not Available: *1 Mar 1500Z – 4 Mar 2200Z*
B. Itinerary:

ETA	Location	ETD
	Peterson AFB CO	*011500Z*
1900Z	*Vandenberg AFB CA*	*041800Z*
2200Z	*Peterson AFB CO*	

C. Reason not available: *TDY/Leave*
D. Location of TDY/Leave and method of contact:
V*andenberg AFB, CA – Commercial (805) 734-1207*
E. Reason for TDY, if applicable: *Attend Commanders Conference*
F. Acting Commander: *Col Moore*

Chapter 15 (Added)

MONTHLY OPREP-3 CONSOLIDATED ERROR REPORT

15.1. (Added) Purpose. This report is used to notify the NAFs, wings and DRU of OPREP-3 reporting errors for a particular monthly reporting period. The following rules will apply to each reporting period.

15.1.1. (Added) Units may submit a corrected copy OPREP-3 report within 24 hours after the original report was sent using the USMTF corrected copy report procedures (**see Figure 15.1. (Added).**).

15.1.2. (Added) NAF CP Policy and Procedures office, CP Chief's, Superintendents and Reports NCOs will receive a monthly OPREP-3 Consolidated Error Report for the entire command NLT the 15th day of the month following the reporting period.

15.1.3. (Added) Units have three duty days, after the monthly error report is sent, to review and request a correction to their data. After three duty days, report errors will stand as is, **no exceptions**.

15.1.4. (Added) Units below the 95 percent AFSPC standard are required to submit a Corrective Action Report (see **Figure 15.2. (Added)**) to their NAF CP Policy and Procedures office with an informational copy to AFSPC/XOOT via e-mail NLT 1 week after the monthly OPREP-3 Consolidated Error Report submission. Corrective Action Reports can include actions such as implemented procedures for monthly OPREP-3 scenario training, address database updated, created checklist for common errors, etc.

15.1.5. (Added) Units not submitting a Corrective Action Report (when required) will receive a memo signed by the Superintendent AFSPC CP Policy and Procedures to the NAF CP Policy and Procedures office with an informational copy to the AFSPC/XOO.

15.1.6. (Added) Units still not submitting a Corrective Action Report will receive a memo signed by the Chief of Current Operations (AFSPC/XOO) to the Wing CV.

15.1.7. (Added) When a unit stays below the 95 percent AFSPC standard for 3 consecutive months, a memorandum will be sent to the wing commander with an informational copy to AFSPC/XO and the NAF commander stating the units reporting trend.

15.2. (Added) Scored Areas. There are five scored areas totaling 10 points for each record report submitted. The following shows the error report break down:

15.2.1. (Added) Spelling: One point will be deducted for one or more misspelled words.

15.2.2. (Added) Report number: One point will be deducted for an incorrect number.

15.2.3. (Added) Format: Two points will be deducted for incorrect formatting, e.g., using the remarks field incorrectly, Ref A, B or C are incorrect.

15.2.4. (Added) On time: Three points will be deducted for late reports, i.e., record copy transmission time is more than 1 hour after the voice report.

15.2.5. (Added) Addressing: Three points will be deducted for one or more incorrect or missing addressees.

15.5. (Added) Headquarters FAM: XOO.

Figure 15.1. (Added) Example Corrected OPREP-3 Report.

From: (Originator DMS) [Originator.CP@location.af.mil]
Sent: Thursday, Feb 26, 2003 10:00 PM
To: AFSPC COMMAND CENTER, APPROPRIATE NAF COMMAND POST
Cc:
Subject: OPREP-3 HOMELINE #001A

Importance: Normal

UNCLAS JOPREP JIFFY
MSGID/OPREP-3H/ORIGINATING UNIT/001A/FEB//
REF/A/TEL/ORIGINATING UNIT/261930Z FEB 03/001//
AMPN/OPREP-3H INITIAL VOICE REPORT//
REF/B/MSG/ORIGINATING UNIT/261940Z FEB 03/001//
AMPN/OPREP-3H INITIAL HARD COPY REPORT//
REF/C/TEL/ORIGINATING UNIT/262000Z FEB 03/001A//
AMPN/OPREP-3H FINAL VOICE REPORT//
FLAGWORD/HOMELINE/-//
TIMELOC/261600ZFEB03/LOCATION/CORR/
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/AIRMAN CLAIMS TO HAVE
BORROWED HIS CIVILIAN BROTHER'S VEHICLE AND DID NOT KNOW THE VEHICLE
CONTAINED ANY DRUGS. CIVILIAN AUTHORITIES ARE LOOKING FOR HIS BROTHER AND
THE AIRMAN HAS BEEN TURNED OVER TO THE BASE OSI. NO NEWS MEDIA INTEREST AT
THIS TIME.//

Figure 15.2. (Added) Unit Corrective Action Report Format.

FROM: (Originating Unit)
To: (Applicable NAF)
CC: HQ AFSPC PETERSON AFB CO/XOOT//
SUBJECT: OPREP-3 Corrective Action Report

A. Errors noted for the month of (scored period month):
B. Actions taken:
C. Unit POC:

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AFNSEP—Air Force National Security Emergency Preparedness Agency

AFSCN—Air Force Satellite Control Network

AFSPC—Air Force Space Command

AOC—Aerospace Operation Center

ARS—AFSPC Reporting System

ASSIST—Automated System Security Incident Support Team

ATRO—Actual Time of Return to Operations

AWT—Aerospace Weather Team

BOS—Booster on Stand

C2—Command and Control

CCC—Combined Command Center (NORAD/NORTHCOM)

CDRNORAD—Commander, NORAD

CDRUSSTRATCOM—Commander, USSTRATCOM

CE—Crescent Edge

CERT/CIRT—Computer Emergency/Incident Response Team

CMAFS—Cheyenne Mountain Air Force Station

CMOC—Cheyenne Mountain Operations Center

COCOM—Combatant Command (command authority)

COMAFSPC—Commander, AFSPC

CP—Command Post

CSAF—Chief of Staff of the Air Force

DISA—Defense Information System Agency

DMS—Defense Messaging System

DSN—Defense Switched Network

EMI—Electromagnetic Interference

ETRO—Estimated Time to Return to Operations

FAM—Functional Area Manager

GCCS—Global Command and Control System

GPS—Global Positioning System

GSU—Geographically Separated Unit

HF—Helicopter Flight

HHQ—Higher Headquarters

HQ AFSPC—Headquarters Air Force Space Command

ICBM—Intercontinental Ballistic Missile

IFE—In-flight Emergency

INFOCON—Information Condition

ITW/AA—Integrated Tactical Warning/Attack Assessment

JS—Joint Staff

JRS—Joint Reporting Structure

LEA—Law Enforcement Agency

L&I—Launch and Impact

LSR—Launch Status Report

MAF—Missile Alert Facility

MCCC—Mobile Consolidated Command Center

OPSCAP—Operations Capability

PCC—Possible Code Compromise

PCTT—Possible Compromise of TDI Technology

PLA—Plain Language Address

RCC—Resource Control Center

RON—Remain Over Night

SAV—Staff Assistance Visit

SCC—Space Control Center (CMC)

STU-III—Secure Telephone Unit Number III

SYSCAP—System Capability

TDI—Tamper Detection Indicator

USSTRATCOM—United States Strategic Command

USMTF—United States Message Text Format

UXO—Unexploded ordinance

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Director of Air and Space Operations